SUNY at New Paltz
Sojourner Truth Library

INFORMATION SYSTEMS LIBRARIAN

Academic Rank: Senior Assistant Librarian or Associate Librarian depending on qualifications and experience. A two-year appointment, renewable, tenure track position. The professional obligation is for a calendar year with benefits determined by SUNY/UUP contract agreement.

Line of reporting: Reports to the Library Director and supervises Computer Support Staff.

Salary range: $40,000 to $50,000

Responsibilities: Provides leadership in using technologies to improve information services for users, as well as to streamline internal operations for library staff. Responsible for planning, assessing, implementing and maintaining library systems. Works collaboratively with library teams in dealing with library-wide priorities, issues and concerns. Represents the library at campus, regional, and state levels on information technology matters. Participates in reference and/or instructional services, as well as the library liaison program.

Job Description:

1. Trains and supervises two staff members in the installation, operation and maintenance of all library systems, special-function servers, and computer equipment.
2. Serves as Aleph system administrator. This involves installation, upgrades, troubleshooting, documentation, and training staff in the effective use of all modules.
3. Develops and maintains a high level of functionality, usability, and design structure of the library web site.
4. Provides technical support for new projects, such as the implementation of a new federated searching system.
5. Provides technical support for networking and follows up on computer problems that cannot be solved by other computer support staff.
6. Serves on library groups that consider the addition of new systems or electronic resources.
7. Develops and provides regular training sessions to enhance the staff's technological skills.
8. Keeps abreast with the changing landscapes of information technologies and shares the knowledge with library colleagues.
9. Serves as a liaison with campus and state agencies, as well as with vendors, when dealing with library automation.
11. Performs other duties as assigned.
Qualifications:

1. ALA-accredited master's degree in library/information science, with two or more years of substantial experience in working with applications associated with library systems and/or information technology.
2. Proven ability to work and to communicate effectively with a diverse group of people (library personnel, administrators, vendors, computing center staff, and library users).
3. Strong technical skills in integrated library systems, Windows & Unix operating systems, and networking technologies (e.g., Novell network, Linux servers, etc.)
4. Advanced knowledge and understanding of website technologies, with in-depth knowledge of one or more web markup or scripting languages (e.g., HTML, CSS, Javascript, etc.)
5. Substantial knowledge of information technology standards, protocols, issues, and trends.
6. Demonstrated experience in managing or implementing complex technological projects.
7. Understanding of bibliographic record structures and an overall knowledge of core library operations.
8. Ability to clearly document all projects.
9. Must be flexible, self-directed, patient, and be able to meet deadlines and multiple demands.
10. Strong interpersonal and problem-solving skills.
11. Strong organizational and supervisory skills.
12. Physical ability to move about through a three-floor building, and to handle the tools of the trade, such as keyboard and computers.

To apply: Please note search number F06-10 on all materials presented in connection with this position. Submit your cover letter, resume, and names of three references to:

Marjorie Young, Search Chair
State University of New York at New Paltz
Sojourner Truth Library
# F06-10
300 Hawk Drive
New Paltz, NY 12561-2493

Please include the job title in the subject line of your email.

SUNY New Paltz is an AA/EOE/ADA employer